

TO: Tennessee Public Charter School Commission

FROM: Tom Griscom, Business Operations Committee Chair, and Tess Stovall, Executive Director,
Tennessee Public Charter School Commission

DATE: October 28, 2020

SUBJECT: Business Operations Committee Report

Background

The Business Operations Committee met on October 14, 2020 to proposals regarding the Charter Commission's office space, the Fiscal Year 2022 budget of the Commission, and the 2021 regular meeting dates. Detailed memos on each proposal are included in the materials, but below is a summary of each item. After a thorough discussion and review of each item, the Business Operations Committee recommends them to approval by the Charter Commission.

1. Charter Commission Office Space

Available office space has been identified in the Davy Crockett Tower at 500 James Robertson Parkway in Nashville. The current proposal would allow the Commission to establish itself with a small footprint as it begins to build out its staff, and then the executive director can acquire additional staff as the staff grows. Under the proposal, the executive director will report to acquisition of additional space to the Business Operations Committee.

Motion for Consideration on the Office Space – I move to approve the recommendation of the Executive Director to acquire 981 sq. ft. of space in the Davy Crockett Tower to house the Tennessee Public Charter School Commission at \$22.50 per square foot. I further delegate authority to the Executive Director to acquire additional space, as needed, to house up to ten employees of the Charter Commission. The Executive Director shall report the acquisition of additional space to the Business Operations Committee.

2. Fiscal Year 2022 Budget

The Charter Commission's proposed Fiscal Year 2022 budget is a critical operational step for the agency as it assumes the appellate and authorization functions from the State Board of Education. Moreover, it is the first year that the Charter Commission will begin collecting authorizer fees from its authorized charter schools, and therefore, it is important to begin to conservatively recognize those fees until this funding stream is more known and stable.

The accompanying memo and proposed budget detail the projected revenue and expenditures that the Commission will have in fiscal year 2022, include a proposed contingency budget should the Charter Commission be required to reduce revenue and expenditures by 12%, and provide additional details for the Commissioners on the cycle of school funding and the state budget process.

Motion for Consideration on the Fiscal Year 2022 Budget – I move to accept the Fiscal Year 2022 Tennessee Public Charter School Commission budget and the Fiscal Year 2022 contingency budget reflecting a 12% reduction in revenues and expenditures.

3. Regular Meeting Dates for the 2021 Calendar Year

Pursuant to Tennessee Code Annotated § 49-13-105(g), the Charter Commission shall meet at least quarterly. In accordance with Charter Commission policy 1.200 – Commission Meetings, the four required meetings shall be set by the Charter Commission by October 15th of the preceding year. However, at the August 26, 2020 Charter Commission meeting, the Charter Commission voted to suspend policy 1.200 as it relates to setting the quarterly meetings with the intention of setting the 2021 meetings at the October 28, 2020 Charter Commission meeting.

For the 2021 meetings, we propose a two-day meeting approach for the quarterly meetings. The first day will be for committee meetings and other workshops, and the second day will be the Charter Commission’s business meeting. The proposed dates were shared with Commissioners prior to the presentation today.

Motion for Consideration for the 2021 Meeting Dates – I move to approve the proposed regular meeting dates for the Tennessee Public Charter School Commission for the 2021 calendar year.